

Quick Guide: Accessing Pay Stubs and W-2s in ADP and GEMS Self-Service

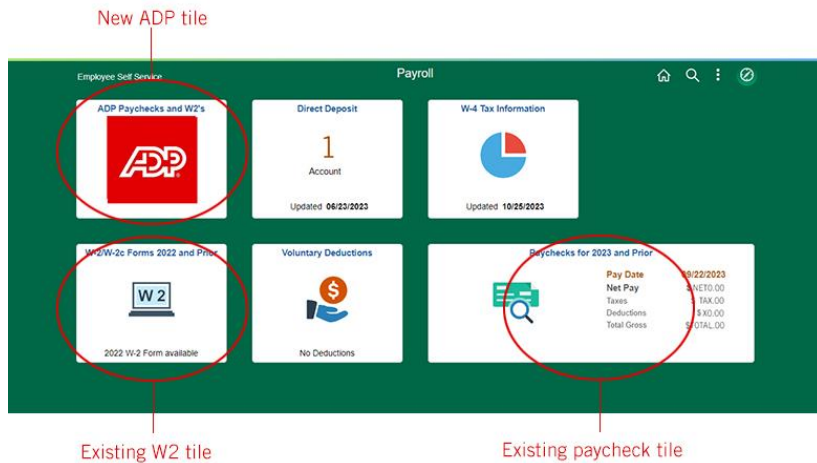


Figure 1: GEMS Self-Service

Beginning 01/10/2024,
A new tile will appear in **GEMS Self-service**.

The first paycheck that will be visible via that link will be on Wednesday 01/10/2024. Use the ADP tile to view all paychecks and W-2s moving forward. 2023 W-2s will be available mid-January 2024.

Older W-2s and Paychecks

- Prior W-2s (2022 and older) will continue to be accessible through the *existing W-2 tile*.
- Paychecks prior to 1/10/2024 will continue to be accessible through the existing paycheck tile.

Upcoming paychecks and W-2s (2023 and forward) will be accessible via the **new ADP tile**. Electronic consents were migrated to ADP. **Simply click the ADP tile to be directed to your new ADP dashboard.**

New ADP Dashboard ↓

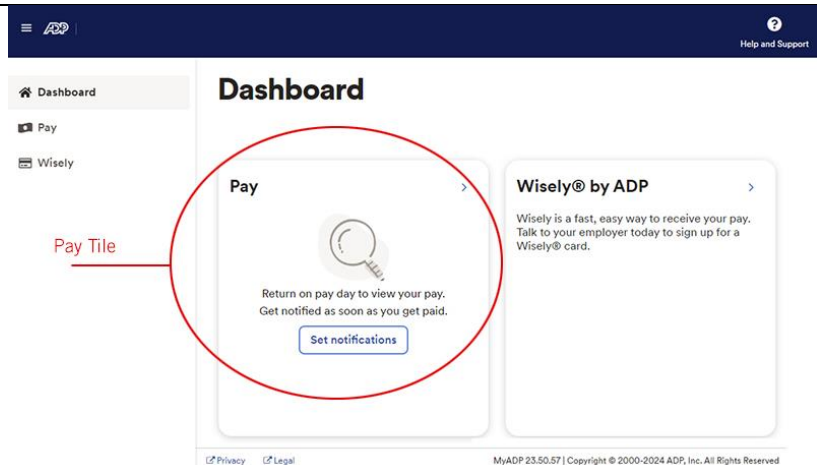


Figure 2 ADP Dashboard

Click the “Pay” tile to access pay stubs (active 01/10/2024) and W-2s (active mid-January 2024).

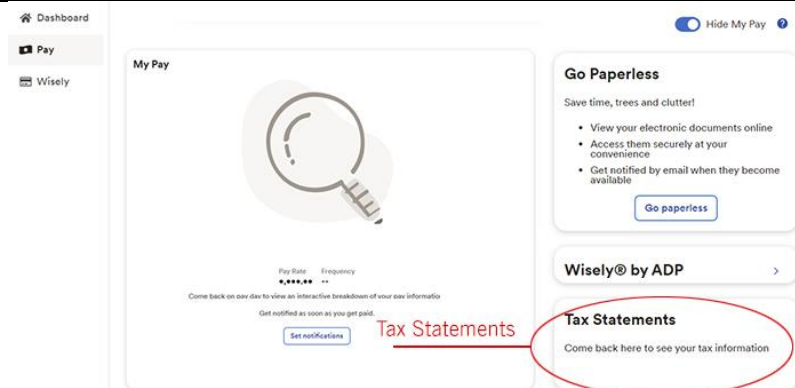


Figure 3 ADP Pay Screen

The **Tax Statement** section appears on the **Pay** screen. This is where you will be able to access W-2s for 2023 and all future years.

Have questions about other new features in ADP? See our FAQs on the [Payroll website](#).